

Chapter One

Part One: [Listening exercise](#)

Listen to each vocabulary word. Then read the part of speech, the various word forms, the definition, and the sentence in which it is used. How many of these words do you already know?

1. **adorn**, verb (adorns, adorning, adorned)
embellish, garnish, ornament, trim
If someone adorns a place, he puts decorations on it.
His watercolor designs adorn a wide range of books.
2. **magnificent**, adjective (magnificently, magnificence)
extraordinary, glorious, grand, splendid, superb, wonderful
If you say that something or someone is magnificent, you mean that you think it is extremely good.
It is a magnificent country house on wooded grounds.
3. **impressive**, adjective (impressively, impress, impression) awe-inspiring, grand, moving, thrilling Something that is impressive impresses you. For example, it is great in size or in degree or is done with a great deal of skill.
It is an impressive achievement to climb Mt. Everest.
4. **impress**, verb (impresses, impressed, impressing) affect, influence, persuade, sway
If something impresses you, you feel great admiration for it.
What impressed him most was their speed.
5. **deal**, noun (dealer, dealings, dealt, dealing) agreement, arrangement, bargain, contract, understanding
If you say that you need or have a great deal of or a good deal of a particular thing, you are emphasizing that you need or have a lot of it.
I'm in a position to save you a good deal of time.
6. **throughout**, prep If you say that something happens throughout a particular time, you mean that it happens during the whole of that period.
The national tragedy of rival groups killing each other continued throughout 1990.
7. **tragedy**, noun (tragic, tragically) calamity, catastrophe, disaster, misadventure
A tragedy is an extremely sad event or situation.
They suffered an enormous personal tragedy when their baby died.
8. **involve**, verb (involved, involves, involving, involvement) comprise, consist of, contain, entail, include If a situation or activity involves something, that thing is a necessary part or consequence of it.
Running a kitchen involves a great deal of discipline and speed.
9. **run**, verb (runs, ran, running) function, operate, administer, control, govern, manage
If you run something such as a business or an activity, you are in charge of it or you organize it.
His stepfather ran a prosperous paint business.
10. **discipline**, uncount noun (disciplines, disciplining, disciplined) chastisement, correction, punishment, control, moderation, restraint
To discipline someone means to punish him/her for doing something wrong.
Order and discipline have been placed in the hands of headmasters and governing bodies.

Part Two: Vocabulary in context

Study the vocabulary words very carefully, paying particular attention to how the word is used in a sentence.

1. Several magnificent oil paintings **adorn** the wall.
2. She is **magnificent** at making you feel you can talk quite naturally to her.
3. The film's special effects are particularly **impressive**.
4. I had always **impressed upon** the children that if they worked hard, they would succeed in life.
5. They **deal** in antiques.
6. You will take many exams **throughout** your first year of collegiate study.
7. My friends **tragically** died in a car accident.
8. Learning English **involves** grammar, reading, writing, listening, and conversation.
9. Since my father died, I have been put in charge of **running** the family business.
10. Improving reading comprehension takes a lot of **discipline**. You must spend time each day reading extensively.

Part Three: Matching exercise

Match each word according to its correct definition. Look back at the "vocabulary in context" section if you need help understanding the meaning of the word.

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|----------------------|--|
| 1. _____ involve | A. to manage a business or an activity |
| 2. _____ discipline | B. good, beautiful, or impressive |
| 3. _____ impressive | C. to feel great admiration |
| 4. _____ adorn | D. comprise, consist of, contain |
| 5. _____ impress | E. to make something more beautiful |
| 6. _____ magnificent | F. great in size; done with skill |
| 7. _____ run | G. to have a lot of; to complete an agreement |
| 8. _____ tragedy | H. during the whole of that period |
| 9. _____ throughout | I. extremely sad event or situation |
| 10. _____ deal | J. making people obey rules to avoid punishment. |

Part Four: Vocabulary in context.

Complete each sentence below with the most suitable word from the box. Use each word only once.

magnificence	impressive	tragic	run	involves
adorned	throughout	disciplined	impress	deal

1. He will _____ the textile business now that the plant manager has been fired.
2. Understanding Physics _____ a deep understanding of gravity, electricity, and electromagnetism.
3. Takahiro was _____ for cheating on his last History exam.
4. The Falcons had an _____ victory against the Vikings. What a great football game that was!
5. This year the Christmas tree will be _____ with all kinds of decorations. It will be the most beautiful one ever.
6. I want to _____ upon you how important it is to speak English every day so that you can become more fluent in the language.
7. The magic show was utter _____. How he performed all those illusions will always remain a mystery.
8. The _____ story of how her husband was killed brought tears to my eyes.
9. _____ the history of the United States economy, there have been good and bad times.
10. There is a great _____ of pressure on some students to pass the TOEIC and TOEFL exams.

Part Five: Reading passage

magnificence	impressions	tragedy	runs	involves
adorn	throughout	disciplined	impressed	deal

Read the following reading passage. Fill in each blank with a word from the box. Use the context of the reading passage to help you determine which word goes in each blank. Use each word only once.

To do well in a college class (1) _____ a lot of preparation. First, students must (2) _____ themselves by preparing for the class beforehand by reading the syllabus and the textbook, and by anticipating what lecture topics will be discussed in the next class. This should be done (3) _____ the duration of the class.

Second, students must learn how to (4) _____ with test anxiety so as to avoid the (5) _____ of failing an exam, which can cause an extraordinarily large amount of worry. The way the professor (6) _____ a class may help the student to anticipate exam question types. It cannot be (7) _____ upon students enough that they should actively participate in the class by asking questions about the exam. For example, if in a History class, the professor has lectured about the (8) _____ Aztec ruins of Mexico, students must be able to understand how that lecture material is relevant to the class discussion; additionally, they should know if any questions concerning that topic might appear as essay or multiple choice questions on the next exam.

Sometimes, a professor will not say directly what will be on the exam; rather he/she may give some (9) _____ and hints of what the exam will entail. Either way, students should try to prepare for the exam as best they can.

Finally, all of this preparation should help. And when a student gets superior grades on her exams, she can (10) _____ her room with all of the A's that she has received.

Part Six: Listening practice test

For further practice, you will hear several short talks, all of which will use the vocabulary words presented in this chapter. Questions about each talk and the four possible answer choices are written below. There will be two to four questions about each talk.

Talk One

1. With what topic is this talk primarily concerned?
 - A. Dealing with customer complaints.
 - B. Secretarial duties.
 - C. Managing a company.
 - D. How to type memos.
2. When does this conversation probably take place?
 - A. During a job interview.
 - B. At a job seminar.
 - C. In a prison.
 - D. The first day of someone's new job.
3. Which of the following is not mentioned as a job responsibility for a secretary?
 - A. Writing reports.
 - B. Typing memos.
 - C. Responding to customer dissatisfaction.
 - D. Mopping floors.

Talk Two

1. What is the purpose of this talk?
 - A. To give the office a report of a national tragedy.
 - B. To show appreciation for company employees.
 - C. To celebrate a national holiday with the company.
 - D. To give office workers a crate full of fruit.
2. Who is the speaker most likely to be?
 - A. Judge.
 - B. Supervisor.
 - C. Lawyer.
 - D. Co-worker.
3. What accomplishment did the workers accomplish?
 - A. They decorated their office walls.
 - B. They came to work on time over the last year.
 - C. Accurate reports were given to the office.
 - D. They completed their assignment in a timely manner.

CHAPTER ONE ANSWERS

Part Three: Matching Exercise

1. D 2. J 3. F 4. E 5. C 6. B 7. A 8. I 9. H 10. G

Part Four: Vocabulary in context

1. run 2. involves 3. disciplined 4. impressive 5. adorned 6. impress 7. magnificence 8. tragic 9. throughout 10. deal

Part Five: Reading passage

1. involves 2. discipline 3. throughout 4. deal 5. tragedy 6. runs 7. impressed 8. magnificent 9. impressions 10. adorn

Part Six: Listening practice test

Talk One

Working as a secretary **involves** a lot of **discipline**. You must be able to **run** all aspects of the company, from typing memos and reports to **dealing** with customer complaints. Some of these skills you can bring into the job upon being hired, while others can be learned **throughout** your probationary period. That only happens, of course, if you are hired for the position.

1. B 2. A 3. D

Talk Two

I must say that I am **impressed** with the way all of the workers in the office were able to get their reports completed by the deadline. That was truly a **magnificent** task. That you all did this in the midst of a national **tragedy** makes it all the more amazing. In fact, to leave you with a good **impression** of how grateful this company is for your service, I would like to present each of you with this commemorative token, a decorative plaque with which you can **adorn** your office wall. Congratulations.

1. B 2. B 3. D